

**DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS  
POSITION DUTY STATEMENT**

Name:	Division: Program Services Division/Prevention Services (PSD) Program Management and Administration
Classification: Associate Governmental Program Analyst (AGPA) <b>LIMITED TERM</b>	Working Title: AGPA
Position Number: 798-461-5393-709	Collective Bargaining Unit/ID: RO1
Effective Date:	Conflict of Interest Category: N/A
<p>1) <b>Supervision Received:</b> Under the direction of the Staff Services Manager I (Supervisor), Prevention Program Management Section, the incumbent will perform assigned journey level staff work.</p> <p>2) <b>Supervision Exercised:</b> None. May act as Lead Analyst.</p> <p>3) <b>Physical Demands:</b> The duties require the ability to hear, participate in, speak and conduct presentations at committee meetings, workshops, training events and conferences. Extensive communication and note taking is required for teleconference meetings. The duties require the incumbent to visit contracting facilities and attend points of services and trainings provided by contractors, which are not necessarily in compliance with the Americans with Disabilities Act. The incumbent must have the ability to walk up and down stairs. The duties also require the incumbent to conduct site visits where travel will be required along with carrying (up to 15 pounds) materials and information, setting up and operating computers, telecommunication, training and office equipment</p> <p>4) <b>Job Description</b> (Indicate percentage of time spent on each function):</p>	

<b>ESSENTIAL FUNCTIONS</b>	
%	Job Description
35%	<p><b>California Outcomes Measurement Service (CalOMS)-Prevention -- County Plans:</b> Understand and represent Department's prevention objectives to assist counties/providers in systematically planning and implementing prevention services that advance these goals. Assess CalOMS prevention activity data submissions to ensure Net Negotiated Amount (NNA) Contract requirements, accuracy, and adherence to federal statutes, regulations, and cost principles; identify and resolve issues and match with technical assistance resources as necessary to improve services. Advance county understanding and application of the Strategic Prevention Framework (SPF) process through review of county prevention plans, goals, and objectives; evaluate services relative to goals to ensure underlying change theory; and provide guidance to advance program services and county plan objectives. Review county budgets and cost reports relative to prevention service data to ensure appropriateness of costs. Assist PSD Performance Management unit to prepare for review of prevention services during county site visits.</p>
30%	<p><b>Prevention Grant Administration:</b> Independently develop, implement, and monitor statewide county grants process for administering local alcohol, tobacco, and other drugs (ATOD) and violence prevention programs. Develop and manage Requests for Applications (RFAs) preparation, review, and award processes; prepare and manage grant budgets; and track grant activities and expenditures. Develop reporting and monitoring systems for grants and oversee program implementation to ensure compliance with federal grant statutes, regulations, and cost principles. Conduct program site visits for the purpose of program improvements and grant compliance. Maintain grant documentation; identify and resolve issues; provide administrative, programmatic, and strategic planning framework (SPF) technical assistance; and close out completed grants. Prepare data and reports to support federal block and discretionary grants and</p>

**SIGNATURES**

<p>I have read and discussed these duties with my supervisor:</p>     <p>_____ Employee's Signature                      Date</p> <p>_____ Position classification approved:</p>  <p>_____ Personnel Analyst                      Date</p>	<p>I certify that the above accurately represents the duties of the position:</p>     <p>_____ Supervisor's Signature                      Date</p>
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ESSENTIAL FUNCTIONS	
%	Job Description
	other requests for information. Research and analyze ATOD prevention information relative to grant focus and populations to create products for use at meetings with statewide organizations, federal and state agencies, conferences, workshops, and other ATOD prevention forums. Interface with other states, departments, and private sources to determine prevention best practices. Moderate travel (approximately five percent).
25%	<p><b><u>Communications &amp; Committees:</u></b> Maintain familiarity with issues/ trends relevant to prevention; assess policy, fiscal and program impact on State and county programs. Audiences may include county administrators, county staff/ providers, ADP staff, public/constituents, Federal and State agencies, contractors, and providers. Develop and conduct prevention-related trainings for other prevention analysts. May serve as subject matter expert for emerging prevention issues.</p> <p><b><u>Written:</u></b> Independently research, analyze issues and write complete, well-reasoned background, issue and decision papers, controlled correspondence, bill analysis, policy recommendations, fact sheets, memos, and talking points.</p> <p><b><u>Oral:</u></b> Prepare and make presentations for meetings, conferences, and training events. Create status updates for, and make recommendations to, upper management on project and policy issues.</p> <p><b><u>Committees &amp; Workgroups:</u></b> Represent Prevention on ADP workgroups and committees such as: Continuum of Services System Reengineering (COSSR), State Needs Assessment and Planning (SNAP), ADP Strategic Planning, and Governor's Prevention Advisory Council (GPAC) Committees. Arrange meetings, develop agendas/content, handouts and minutes, set up equipment, and facilitate meetings. Take lead and/or participate on various prevention workgroups.</p>
NON-ESSENTIAL FUNCTIONS	
%	Job Description
10%	Identify trends; assess policy, fiscal and programmatic impact on state and county programs; and provide recommendations to management. Assist in the research and analysis of proposed state and federal legislation relating to prevention strategies/programs; prepare bill analysis. Assist Department/Division staff with special projects, as required. Provide general assistance to PSD operations to ensure quality customer service satisfaction.